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**CTE 3400: METHODS OF TEACHING CAREER AND TECHNICAL EDUCATION  
COURSE SYLLABUS**

**DESCRIPTION:** This course covers methods of planning, instructional design, learning (including higher-order, critical thinking skills), classroom management, recognizing the individual, and media and other instructional materials.

**TEXTBOOKS:** Miller, W. R., & Miller, M. F. (2009). *Instructors and their jobs*. Homewood, IL: American Technical Publishers.

**OBJECTIVES:**

1. Analyze curricular information to be included in classes in the discipline and develop written plans that will enhance the learning process.
2. Demonstrate how to integrate current career/academic educational initiatives into written plans.
3. Demonstrate sensitivity to the learning environment.
4. Experience and/or demonstrate a variety of teaching techniques appropriate to the discipline.
5. Demonstrate the appropriate use of textbooks, media, community resources, and other instructional materials to assist in student learning.
6. Demonstrate the preparation and use of assessment devices that include cognitive, psychomotor, and affective learning.

*Course Theme:*

Educator as creator of effective educational environments, including:

1. Demonstrate professional knowledge and skills.
2. Establish environments for academic achievement.
3. Knowledge of diverse societies/communities.
4. Establish environments for positive development of learners.
5. Knowledge of diverse subject areas and levels.
6. Knowledge of diverse strategies.

## COURSE OUTLINE:

August 23	Course Introduction Illinois Professional Teaching Standards and Content Standards Instructor's Role Learning Process	Chapter 1 Chapter 2
August 30	Identifying Content and Specifying Behaviors <i>Reading: Ready-Set-Go-Whoa!</i>	Chapter 4
September 6	Instructional Planning <i>Reading: Four Quadrants</i> Written Instructional Materials <i>Reading: Agree/Disagree</i>	Chapter 5 Chapter 6
September 13	Teaching Reading in the Content Area <i>Reading: Pause and Reflect</i> Service Learning	Reading Packet
September 20	Influences on Learning <i>Reading: It's In Your Future</i> Career Development Lesson 1 (30 min.) Career Development Lesson 2 (30 min.)	Chapter 3
September 27	Oral Presentation and Questioning Strategies <i>Reading: A Gem of an Idea</i> Discussion and Group Participation Methods <i>Reading: Pass the Paper</i> Career Development Lesson 3 (30 min.) Career Development Lesson 4 (30 min.)	Chapter 7 Chapter 8
October 4	Measuring and Evaluating Student Achievement <i>Reading: Stop and Think</i> Career Development Lesson 5 (30 min.)	Chapter 13
October 11	Curriculum Revitalization Presentation – Linda Walker	
October 18	Demonstrating <i>Reading: Thinking Through the Reading Assignment</i> Career Development Lesson 6 (30 min.) Career Development Lesson 7 (30 min.) Career Development Lesson 8 (30 min.)	Chapter 9

October 25	Demonstrations (15 min.)	
November 1	Demonstrations (15 min.) Career Development Lesson 9 (30 min.) Career Development Lesson 10 (30 min.)	
November 8	Instructional Media and Devices <i>Reading: Two Sources – One Issue</i> Computers in Instruction <i>Reading: The Sum of the Parts</i> Career Development Lesson 11 (30 min.) Career Development Lesson 12 (30 min.)	Chapter 10  Chapter 11
November 15	Effective Learning Environments <i>Reading: Picture It</i> Career Development Lesson 13 (30 min.) Career Development Lesson 14 (30 min.) Career Development Lesson 15 (30 min.)	Chapter 14
November 22	<i>No Class – Thanksgiving Break</i>	
November 29	E-Learning Courses and Programs <i>Reading: Opposing Viewpoints</i> Career Development Lesson 16 (30 min.)	Chapter 12
December 6	Current Legislation Service Learning Projects Oral Presentations Student Teacher Panel	
December 12	Final Exam from 2:45 p.m. to 4:45 p.m.	

*This schedule is tentative and may be changed by the professor. All changes will be announced in class. Students are responsible for any changes announced in class.*

#### STUDENTS WITH DISABILITIES:

Appropriate academic support is available for students with a documented disability. Please notify the professor and contact the Office of Disability Services at 581-6583 for further information.

**ASSIGNMENTS AND ACTIVITIES:**

- a. Read all chapters as assigned. Complete coordinating reading activities.
- b. Complete a unit plan on the career development process according to Illinois Professional Teaching Standard 1 in your content area.
- c. Complete two lesson plans from the unit plan and include materials.
- d. Complete two teaching lessons—career and demonstration. *A small DVD-R or DVD-RW must be provided for the career lesson.*
- e. Develop an assessment instrument that corresponds with your unit.
- f. Complete mid-term and final examinations. Mid-term will be to read a book related to your content area or teaching in general. Final exam will be to collect news related to teaching throughout the semester and to write a paper about the news and how it will impact the profession of teaching and/or your content area.
- g. Complete 20 hours of pre-clinical observation *arranged through the student teaching department*. Write two reflections on the observation hours from the topics provided.
- h. Complete a group service learning project.

**EVALUATION:**

Unit plan	25 points
Lesson plans (2 @ 25)	50 points
Teaching	50 points
Critique (2 @ 10) – career and demonstration	20 points
Test development	50 points
Exams (2 @ 50)	100 points
Observation Reflections (2 @ 20)	40 points
Service Learning Project	50 points
Chapter Reading Activities (13 @ 5)	65 points
Professionalism	<u>30 points</u>
<b>Total</b>	<b>480 points</b>

**POLICIES:**

- ... Assignments will **not** be accepted late unless prior arrangements are made. If you are late to class, your assignment is late.
- ... Examinations will **not** be made up.
- ... Follow the rules and guidelines of the student teaching department for pre-clinical experiences. This includes professional dress and behavior while in the schools.
- ... Professionalism is expected of all students. This includes participation and attendance. Each unexcused absence or class period in which the student does not actively participate will result in a loss of points from the total points listed for Professionalism in the Evaluation section. Each class meeting is worth an equal number of points.
- ... A requirement of the course is the ownership of a license to Live Text.
- ... Students who do not successfully complete the required performance assessments (Unit Plan, Two Lesson Plans, Test) will earn less than a 'C' for the course.

## DUE DATES FOR ASSIGNMENTS AND ACTIVITIES

<b>Activity</b>	<b>Points</b>	<b>Due Date</b>
Chapter Reading Activities (13 @ 5)	65	Varies
Unit Plan	25	September 13 (Live Text)
Service Learning Project – Project Ideas	5	September 13 (in class)
Lesson Plan 1	25	September 20 (Live Text)
Service Learning Project – Project Research	10	September 27
Lesson Plan 2	25	October 4 (Live Text)
Mid-Term Exam	50	October 18
Test Development	50	October 11
Service Learning Project – Plan of Action	10	October 18
Observation Reflection 1	20	October 25
Observation Reflection 2	20	November 8
Service Learning Project – Implement Paper	25	November 29
Final Exam	50	December 12
Career Lesson (teaching)	50	Varies
Teaching Critique 1 - Career	10	One Week After Career Development Lesson
Teaching Critique 2 - Demonstration	10	One Week After Demonstration
Professionalism	30	Ongoing